



Office of Crime Victim Services  
*grant programs*

## Suitability to Interact with Minors

### OCVS ADDITIONAL INFORMATION |

Federal Special Condition that is passed down through the State Awarding Agency (OCVS) to VOCA and VAWA STOP/VAWA SASP Subrecipients:

#### SPECIAL CONDITION LANGUAGE

*“Determination of suitability to interact with participating minors*

*SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.*

*The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.*

*The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.”*

#### HOW TO SATISFY THIS FEDERAL REQUIREMENT

Review additional information provided by OJP: <https://www.ojp.gov/funding/explore/interact-minors>

**Please note:** this condition applies to the agency’s employees, volunteers, and others, who are expected, or reasonably likely, to interact with any participating minor.

Agencies should have the following on file to satisfy this requirement:

1. Written Determination of the individual’s suitability to interact with minors.
2. Documentation that the following registries were checked:
  - a. Dru Sjodin National Sex Offender Public Website: [www.nsopw.gov](http://www.nsopw.gov)
  - b. Wisconsin Sex Offender Registry: <https://appsdoc.wi.gov/public/offenders>
  - c. Registry for any other state where the individual has lived, worked, or attended school in the last five years.
3. Documentation that the following background checks were completed:
  - a. Wisconsin Department of Justice Background check (including caregiver background check)
  - b. Background check for any other state where the individual has lived, worked, or attended school in the last five years.
4. Documentation that the written determination (along steps 2 and 3) is reviewed and updated every five years.
5. It is strongly encouraged that youth-serving organizations have written policies and procedures regarding the prevention of sexual abuse of children and youth. Policies and procedures should address all six components as outlined in the Centers for Disease Control and Prevention (CDC) Guide. For reference, the CDC Guide can be found at the following link: <https://www.cdc.gov/violenceprevention/pdf/preventingchildsexualabuse-a.pdf>